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CONFIDENTIAL

APR 1959

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Annual and Compensatory Leave Forfeited  
at Close of Leave Year 1958

1. This memorandum is for information only.
2. At the close of the 1958 leave year on 10 January 1959, 1,848 Agency employees forfeited 53,563 hours (25.7 man-years) annual leave. Total number of hours broken down by organizational component is attached as Tab A. Of this total, 90 Agency employees lost over 100 hours each, Tab B.
3. In addition, 296 Agency employees forfeited 3,821 hours (1.85 man-years) compensatory leave, Tab C.
4. The failure of Agency employees to use this accumulated annual leave and compensatory time, in effect, represents a contribution of approximately \$200,000. This sum would have been required to compensate them for the combined total of 57,384 hours (27.6 man-years) annual leave and compensatory time forfeited.


  
E. R. SAUNDERS  
Comptroller

25X1A

Attachments:

Tab A  
Tab B  
Tab C

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